



VICTIMS COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

OFFICE TECHNICIAN (GENERAL)

VICTIMS OF CRIME DIVISION

Permanent-Full Time

\$2465.00 - \$2998.00

Under the general direction of the Staff Services Manager II for the Quality Assurance Mental Health (QAMH) and Joint Powers (JP) Units, the Office Technician (OT) will provide staff support for three Section Managers and Analysts performing the following duties:

DUTIES:

Independently organize and coordinate the general office activities for the Sections, including overseeing maintenance of office equipment and ordering and maintaining office supplies. Coordinate with the Business Services Section to order and track mental health publications and newsletters for the Consulting Psychologist. Maintain the Managers and Consulting Psychologist's daily calendars using Microsoft Outlook. Maintain and update the meeting calendar for each Section using Microsoft Outlook. Establish and maintain a logging and tracking system for controlled correspondence and representative inquiries using Microsoft Word Table or Microsoft Excel. Monitor and update the Section Work Plan using Microsoft Word Table. Finalize, copy, and distribute various documents for Section Managers and Analysts.

Coordinate and prepare travel arrangements for Section staff, including travel reservations, travel advance requests, travel expense requests, conference registration preparation and submittal. Coordinate with administrative accounting personnel to review and complete staff travel expense claims.

Serve as attendance coordinator for the Sections by maintaining Employee Leave Request slips in a file binder and by reviewing staff's monthly timesheets for errors before routing to the Regional Manager for approval/signature. Submit approved timesheets to Human Resources no later than 2 working days after payday of each month. Assist with recruitment duties, including coordinating and scheduling recruitment interviews.

DESIRABLE QUALIFICATIONS:

- Ability to operate various office machines.
- Ability to follow oral and written directions.
- Ability to meet and deal tactfully with all levels of staff and the public and to communicate effectively.
- Knowledge and ability to use the personal computers.
- Must be dependable and have excellent interpersonal and organizational skills.

WHO MAY APPLY:

Current Office Technicians (G) or individuals eligible for appointment (*transfers, list eligibility, reinstatements*) to this classification may apply. **In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252

FINAL FILING DATE:
June 2, 2006,
or Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-280-1139-00x